



CITY OF COSTA MESA ♦ Public Services Department
Recreation Division

"We create community through people, parks, and programs"

CONTRACT PROPOSAL FORM

The City of Costa Mesa Recreation Division continuously looks for programs that are innovative and promote physical & emotional wellness within our community. If you are interested in proposing a program idea that supports our efforts in providing excellent community services, please submit the proposal information below.

Keep in mind that the information you are submitting will be reviewed for program content, benefit to our customers and cost. Once we receive and review completed proposal submittals, we will get in touch with you. The information you provide will be considered a proposal. There are no guarantees that your submittal(s) will be accepted by the City of Costa Mesa Recreation Division. Other requirements to be hired as a contract instructor may include (but are not limited to): follow-up interview, background check, current certifications in CPR, First Aid and AED and fingerprinting.

Instructor Name: _____

Address: _____ **City:** _____ **Zip:** _____

Day Phone: (____) _____ **Evening Phone:** (____) _____

E-mail Address: _____

Business Name: _____

Experience Background, Degrees, and Certifications: _____

Class or Program Title: _____

Description of Proposed Class or Program (30 words or less): _____

Day(s) of Week: _____ **Number of Weeks:** _____ **Time:** _____

Target Age Range: _____ **Minimum Class Size:** _____ **Maximum Class Size:** _____

Fee Proposed (Total): _____ **Materials Fee (if any):** _____

Facility or Equipment Needs (if any): _____

Special Participant Requirements (if any): _____

Attach a General Outline of Class(es) or Program (i.e. syllabus for day or each week).

Attach a list of professional references and/or list other cities you're currently and/or have worked.

Please submit your program proposal packet to:
William Lund, Neighborhood Community Center
1845 Park Avenue, Costa Mesa, CA 92627

**CITY OF COSTA MESA ♦ Public Services Department****Recreation Division***"We create community through people, parks, and programs"***INSURANCE POLICIES**

Please note, as of January 1, 2009 the City of Costa Mesa requires contract instructors to provide verification of insurance for classes listed below in the Hazard I category and Hazard II:

HAZARD I: Non-Sport Instruction

ACADEMIC	DOG OBEDIENCE
ACTING	HEALTH & FITNESS (non-sport)
ARTS AND CRAFTS (various)	JAZZ
BEAUTY	LANGUAGE
BREATHING	MODELING
CALLIGRAPHY	MUSIC
CARD GAME (various)	PAINTING
CHESS	PHOTOGRAPHY
CHILD/INFANT CPR	PRESCHOOL/DAY CARE
CLUB MEETINGS	READING
COINS	SELF IMPROVEMENT
COMPUTER CLASSES	SEWING
COOKING	STAMPS
CPR & FIRST AID	VARIOUS INSTRUCTIONAL CLASSES

HAZARD II: Sports Instruction Only

AEROBICS	WEIGHTLIFTING – MACHINES ONLY
AQUATICS	MARTIAL ARTS
BALLET	ROWING
BASEBALL	SELF DEFENSE
BASKETBALL	SKATING
BOWLING	SURFING
BOXING/YOUTH	SWIMMING
CHEERLEADING	TAI CHI
DANCE (various)	TAP
FENCING	TAPPERCIZE
GOLF	TEE-BALL
GYMNASTICS	TENNIS
HOCKEY	VOLLEYBALL
LIFEGUARD	YOGA

Certificate of Insurance must to be issued in the amount of 1 million dollars, naming the City of Costa Mesa as co-insured. There are two options, purchase insurance from an independent agent or through the City. Please have your insurance carrier send the certificate to the below address:

Neighborhood Community Center
William Lund, Recreation Coordinator
1845 Park Ave, Costa Mesa, CA 92627

**As of January 1, 2010, the City of Costa Mesa requires a current Certificate of Insurance for each instructional class equivalent to/or listed in Classifications II or III.*